

REPORT OF THE
SAN FRANCISCO
PARK COMMISSIONERS
1876-1886

WM. HAM. BALL.



Wm. Hammond Hall.

Package 10

Park Commissioners' Document No. 1.

ORGANIZATION

OF THE

FORCE.

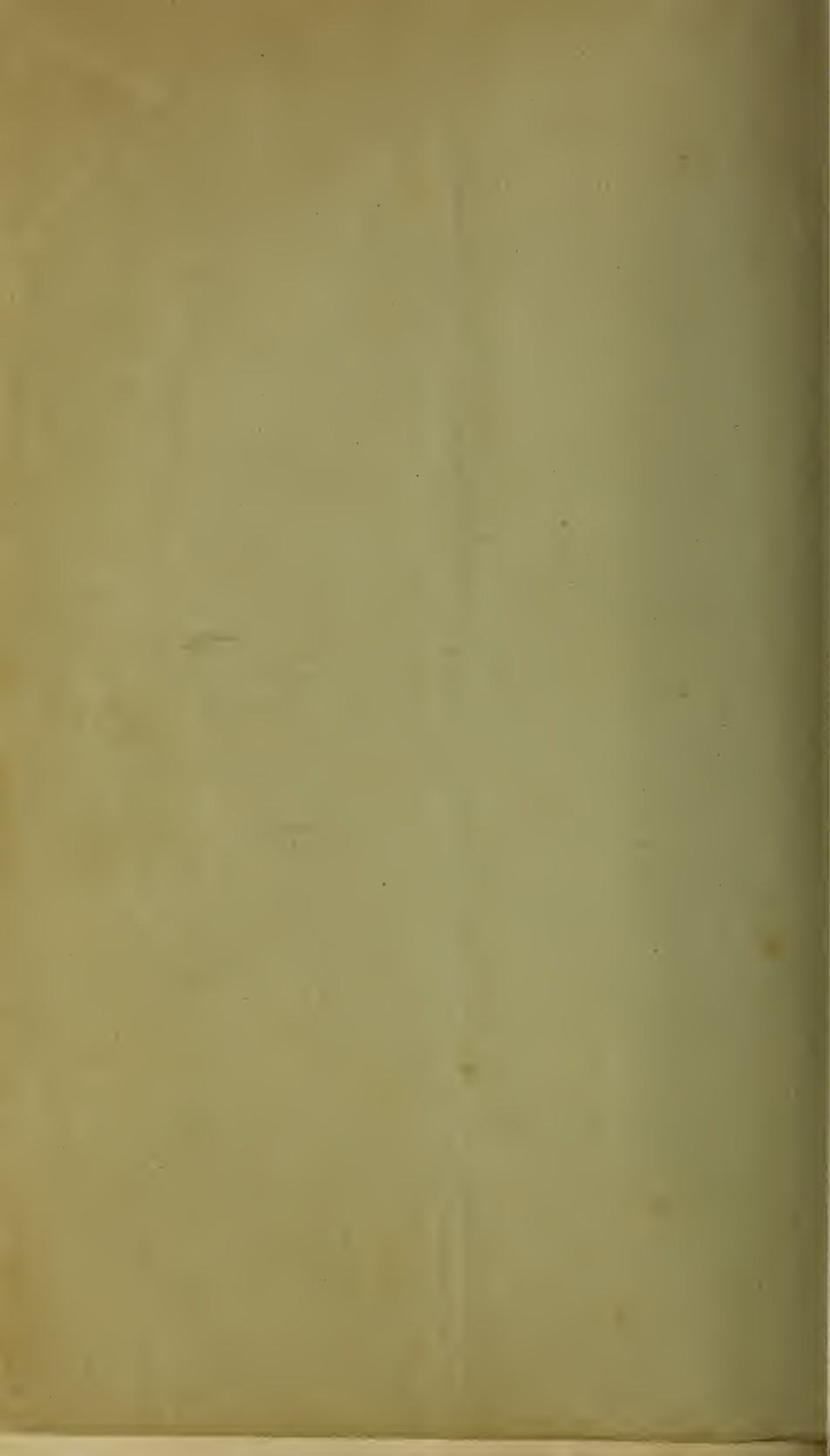
1874.

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OFFICE PARK COMMISSIONERS.

San Francisco, May 29th, 1874.

The annexed system of Organization, Rules and Regulations for the Government of Employees, Organization of the Park Guard and Police, and Rules to be observed by the members thereof, were adopted by the Board of Park Commissioners at a meeting held this day. The Superintendent was directed to put the same in operation during the month of June, and to enforce each and every provision thereof on and after July 1st, 1874.

J. T. FLEMING,
Secretary Park Commission.

ORGANIZATION OF THE FORCE

IN THE EMPLOY OF THE

PARK COMMISSION.

The force in the employ of this Commission shall be organized as follows:

A General Superintendent and Engineer shall have the supervision and direction of all matters of design, improvement, maintenance, use, and government of the Parks and Avenue. Superintendent and Engineer.

The works upon these grounds shall be classified into three divisions, viz : first, Works of Park Construction ; second, Works of Park Maintenance ; third, Works of Horticultural Improvement and Maintenance. Works classified.

DEPARTMENT OF PARK CONSTRUCTION.

This department of service shall be in the immediate charge of an "Assistant Engineer." Assistant Engineer.

The Assistant Engineer shall do such surveying, and other engineering field duty, together with keeping proper record of the same, in the form of notes and working drawings, as may be necessary for the advantageous prosecution of any of the works of improvement or maintenance, as may be directed by the Engineer. He shall perform the duty of a general foreman or acting superintendent of all works of improvement, except such as may be put in charge of a master mechanic, master mason, architect, head-gardener, or other specialist ; or such limited jobs as may be so intimately connected with some work of maintenance that they Duty of.—

may be more advantageously performed under the direction of the Park Keeper by his force. He shall keep careful record, in detail, with items of labor and material used, of all works committed to his charge, in the form of a daily journal, render monthly reports to the Engineer concerning the same, as well as special reports and estimates, and perform such other duties as the Engineer may direct.

Authority
of—

The Assistant Engineer shall have exclusive direction and control of all subordinate employees in his department, and, during working hours, of such as may be assigned to his force from the other departments. In cases wherein his work may be so intimately connected with that of either the Park Keeper, or Head Gardener, as to conflict with the same, the Assistant Engineer shall have precedence of authority, in so far as the conduct of the work is concerned, until otherwise directed, in each case, by the Engineer.

DEPARTMENT OF PARK MAINTENANCE.

Park Keeper

This department of service shall be under the supervision of a "Park Keeper."

Duty of.—

The Park Keeper shall have charge of the Parks and Avenue Reservations, the improvements upon the same, the regulation of the use, and the government thereof; the care of all implements, material, stock, property and supplies thereon.

All works of park maintenance, except those specified under the horticultural department, and such heavy repairs as may best be made by the construction department, shall be performed under his direction.

The detail of office duty connected with the accounts of time and supplies shall be performed by him.

He shall keep a careful and minute record of all duties and works performed by him and under his direction, and of all incidents worthy of note connected with the

use, maintenance, and government of the grounds under his charge, in the form of a daily journal. He shall make regular monthly reports of the same, as well as special reports and estimates, and perform such other service as the Superintendent may direct.

He shall keep an account of stock and supplies, to be posted up each month, and closed up during the months of June and December of each year. He shall keep a property and tool account with each foreman or person to whom such supplies are issued, and such other books and accounts as the Superintendent may direct.

The Park Keeper shall supervise the duty of all employees, in the police, stable, and general (not horticultural) maintenance branches of the park service, except of such as may be assigned to duty temporarily or for a portion of their time in the other departments, and during the hours when so engaged.

Authority
of—

DEPARTMENT OF HORTICULTURE.

This department of service shall be in the immediate charge of a "Head Gardener."

Head
Gardener.

The Head Gardener shall oversee and direct all works pertaining to the horticultural improvement and maintenance of the grounds. He shall keep a careful record of the operations of his department, in detail, in the form of a daily journal, and render seasonable reports concerning the same as the Superintendent may direct.

Duty of—

The head-gardener shall supervise the labor and conduct of employees engaged in the propagation, planting, and subsequent care of trees, shrubs, flowers, grasses, and plants of all descriptions within or upon the Parks and Avenue, and have exclusive control over the details of such duty, subject only to the direction of the Superintendent.

Authority
of—



GENERAL RULES AND REGULATIONS
FOR THE
GOVERNMENT OF EMPLOYEES
OF THE
PARK COMMISSION.

1. Each employee is expected to perform a measure of duty equivalent to the pay which he receives, and his faithful and efficient performance of this duty is a sufficient reason for his continuance upon the work as long as his services are required. Duty expected.
2. No employee of this Board may receive any emolument or substantial favor whatever from a subordinate. Relations with subordinates.
3. All officers of this force, including foremen and their assistants, are forbidden to accept from any man employed by this Commission any reward, payment or treat, or to ask or induce any man so employed to take tickets for raffles, or to pay money for any purpose whatever. Transactions with men.
4. No influence of any sort is to be brought to bear upon the political opinions or actions of employees; and foremen and other persons employed on the Parks are required to abstain from talking with the men upon political topics, and are forbidden to solicit their votes for any person or measure on any pretence whatever. Political influence.
5. Political canvassing, of whatever nature, is strictly prohibited upon the Park Grounds. Political canvassing.
6. Employees shall not be excused from duty for any purpose connected with political campaigns, other than the simple casting of their individual votes as citizens. Politics—Absence.

Absence
from duty,
cause for
discharge.

7. Employees who are absent three days in succession, without reporting to their superior officer before the fourth day a good and substantial reason therefor, shall be discharged.

Intemper-
ance cause
for suspen-
sion.

8. The appearance of any employee upon the Park Grounds in a state of intoxication shall be sufficient reason for his suspension from duty by his superior officer. He may be restored only by order of the Superintendent, or of this Board.

Intemper-
ance cause
for
discharge.

9. Any case of intemperance may be sufficient reason for the summary discharge of the offender by the Superintendent.

Other
causes for
suspension.

10. All cases of neglect of duty, intemperance or insubordination shall be sufficient cause for suspension from duty, and shall be immediately reported to the Superintendent through the head of the proper department.

Suspension-
Discharge.

11. Suspension shall be equivalent to discharge, unless reinstatement be made by the Superintendent.

Employees
may
address.

12. Any employee who thinks that he has been unjustly treated, who wishes to make a complaint, or answer a charge, may call at the office of the Superintendent, at one o'clock each day, or address him in writing; or, failing in this means of satisfaction, may address this Board in writing.

Profanity.

13. The use of extreme profanity by any employee, or lack of forbearance by any employee towards another, shall be reported to the Superintendent, or to this office, by any witness thereof.

Privilege.

14. Each monthly employee who is required to serve in his turn on Sunday or Holiday Watch, may be absent from duty one working day in each month, by express previous arrangement with the chief officer of the department in which he is employed.

Notice of
absence.

15. No monthly employee may be absent from his duty for any day or portion thereof during the hours prescribed for his attendance, without previously giving notice of such intention to the head of his department.

16. In case of sickness, or prolonged absence by previous arrangement, an employee may furnish an efficient substitute, whose service must be satisfactory in all respects to the superior officer of the department affected, and to the Superintendent. Substitute.

17. In cases of loss of time as the result of accident while in discharge of Park duty, a monthly employee may, in the discretion of the Superintendent, be allowed a proportion of, or full pay for such time; but such action shall always be reported, with the circumstances thereof, to this Board. Accidents.

18. No payment will be made to any employee for time lost, in violation of any of these rules. No payment.

19. Nine full hours of labor shall constitute a day's duty for all employees, except on guard, stable and nursery duty. Hours of Labor.

20. No return of time shall be made for less than half an hour. Time return.

21. Men who are absent at roll-call shall wait until the next regular hour of duty before commencing work. Roll call.

22. Men who are more than one hour late may be required to wait until the next regular half-day of labor commences. Tardiness.

23. The time for men leaving the work at any period during the day, except at the close of the half or full day, will be computed for the full half-hours worked only. Time Computed.

24. Time may be allowed for delays caused by accidents to horses, carts, wagons or harness, when the delay is less than one hour and work is resumed, unless the accident shall have been caused by carelessness on the part of the driver, which shall be decided by the foreman or superior officer in immediate charge. Time for delays.

25. Wagons, carts, horses, etc., employed by this Board, shall be entered in the time books in the name of their owners, the name of the driver inserted in brackets, or reported by the Foreman in charge, if change be made. Names of teams.

- Designating teams. 26. When more than one team belonging to the same person is in the employ of this Commission, they will be designated by the numbers 1, 2, 3, etc., following the name of the owner ; and the name of the driver of each shall be entered in brackets, or reported as above.
- A team. 27. One wagon with two horses and a driver, or two carts with a horse each and a driver for both, are ranked as a team.
- Half a team. 28. One cart and horse with a driver shall be ranked as only half a team in the time returns, unless working on duty requiring such arrangement and by a previous understanding.
- Partners. 29. Two men owning each a cart may combine under one name as a team, which shall be entered in the name of one of the parties, while the other may work as a day laborer. The names of such partners shall always appear on the books as such.
- Time of transfers. 30. Transfers of men or teams from one gang to another must be managed as to time, so that they come at a full half-hour of the work.
- Time given. 31. Time shall be given by the foreman of the gang from which transfers are made up to the full half-hour of the transfer, and time given by the foreman of the gang to which transfers are made, from the time of leaving the first gang, provided that the foreman of the second gang is satisfied that no time has been lost on the way.
- Notice of transfer. 32. Foremen from whose gangs transfers are made should send written or other reliable notice to those in charge of parties to which transfers are made, with names of employees so transferred; and time of transfer, and list of tools sent.
- Authority for transfer. 33. Transfers of employees from one department to another may only be done by order of the Superintendent, or of the heads of the departments affected thereby.

34. Full notes of transfers shall be entered in the daily time books by each foreman whose gang is affected.

Record of transfer.

35. In case of one department of the work requiring additional men or teams, the superior officer of that department shall make a request of the heads of the other departments for such; and the request shall be complied with when it can be done without serious detriment to the work. Such action shall always be reported upon the first opportunity to the Superintendent.

Requisitions for force.

36. The time book of each Foreman shall be made out in writing, the day's checks inked, and posted into the general time book by the Park Keeper each day after working hours.

Time posted.

37. Each Foreman shall certify to the correctness of his account upon the original page of his time book at the end of each week.

Certificate to time book.

38. Each head of department shall at all times keep a roll of the names of employees in his department.

Roll of employees.

39. The Park Keeper shall make out the pay-roll of employees at the end of each month, and certify that it is a true and correct account according to the time-books returned to him, and to the best of his knowledge and belief.

Pay roll.

40. Transfers of moneys, due by this Board to any of its employees, may only be done by assignment in writing, made at the Park Office, or Office of the Park Commissioners, and must be witnessed by a foreman, or superior officer, who is personally acquainted with the person making such transfer.

Transfer of vouchers.

41. No transfer may be made of any less sum than the full amount of the voucher drawn for any one month's service, or any one bill of goods.

Whole voucher only transferable.

42. This Board, or any employee thereof, cannot interfere with the private affairs of employees in the

Debts of employees.

matter of collecting debts due by such employees to other persons; but no employee will be retained upon the force who habitually does not pay his debts, to the best of his ability.

Family
affairs of
employees.

43. This Board will not interfere with the private affairs of its employees in any matter of family settlement; but no employee will be retained as such who habitually neglects the care of his family.

Rules and
Regulations.

44. No employee may violate any of the provisions of the Rules and Regulations for the Government of Visitors to the Parks, except when unavoidably necessary in the discharge of his duty.

Time.

45. The heads of departments, foremen and all time keepers, assistant keepers and all members of the guard, shall keep their watches set by that of the Park keeper, or by the clock in the Park office, which is to be regulated by the Park keeper.

Standard
time.

46. The Park keeper shall keep his watch and clock regulated by the time as indicated by the regulator at the establishment known as Anderson & Randolph's; failing in which, he shall be deemed delinquent in duty.

Signal bell.

47. A bell located near the central portion of the improved portion of the Park Grounds will sound the hours of commencing and suspending work, and all employees will obey such signals, as previously explained to them by the head of their department or foreman, when their time keeper is not personally at hand.

Time
Signals.

48. The signal bell shall be under the control of the Park Keeper, who will cause it to be sounded at such hours as he may be directed by the Superintendent.

Hours of
Work.

49. Each employee shall be at the specific locality where his day's work is to begin at the proper hour for such commencement, and remain at his employment up to the full time for quitting work. Time for putting away tools, roll calls, or other adjustments, is after the hours of *work* have expired, and time for preparing to work is before the hour therefor arrives.

50. No employee may convert any of the stock or ^{Prohibition.} supplies—the property in the care of this Board—to his own private use, or make use of the labor of any subordinate employee for his own private convenience or benefit, without authority from this Board.

51. No employee may indulge in smoking tobacco or any substitute therefor during working hours. The penalty for violation of this ^{Smoking} rule shall be a reprimand by the Superintendent for the first offence, and discharge for the second.

Adopted. April 28th / 1896.

PARK GUARD.

Park Keeper. As a branch of Park Maintenance, the Guard and Police shall be under the supervision of the Park Keeper, who shall be responsible for the general discipline of the force regularly and occasionally upon guard and police duty.

D U T Y .

Guard duty defined. Guard Duty shall require an active vigilance on the part of each employee so serving, to prevent misuse of the Parks and Avenue Grounds, and to promote the convenience and safety of visitors in their proper use.

Police duty defined. Police Duty shall require an active attention upon the roads, walks, structures, and other details of the Park Grounds, which require cleaning and repairing for their proper maintenance.

REGULAR PARK GUARD.

The Regular Park Guard shall consist of Sergeants of the Guard, Range Keepers, Post Keepers, Gate Keepers, Sergeants of Police, Police Laborers and Watchmen.

Sergeants of the Guard. Sergeants of the Guard shall be the active chief assistants of the Park Keeper, in personal charge of the routine and details of guard duty.

Range Keepers. Range Keepers shall be mounted assistant keepers on guard duty, which shall require of them an active overlooking of a considerable portion of the rides or drives, and the grounds adjacent thereto, of the Parks and Avenue, according to the particular assignment of territory to each.

Post Keepers shall be assistant keepers on foot, on guard duty, which shall require of them vigilant attention to more limited localities or beats. Post Keepers.

Gate Keepers shall be assistant keepers of a second class, stationed at the principal entrances to the Parks and Avenue, regularly on guard and police duty, which shall be confined to the more limited locality of the immediate neighborhood of each particular gate, according to assignment. Gate Keepers.

Police Laborers shall be uniformed working men of the first class, regularly on police duty and relief to gate keepers; as assistants to guards when called upon, and on guard duty when required. Police Laborers.

Sergeants of Police shall be assistant keepers of a second class, on guard and police duty, in active charge of the routine and details of police duty. Sergeants of Police.

Night Watchmen shall be regular assistant keepers, on guard duty, mounted or on foot, as may be required, whose scope of duty shall be regulated by the Park Keeper. Watchmen.

All members of the Regular Park Guard shall be uniformed according to the styles hereinafter specified. Uniform required.

EXTRA PARK GUARD.

The Extra Park Guard shall consist of the Stable Watch and Extra Men.

The Stable Watch shall consist of the Foreman Teamster (who shall be ranked as an assistant keeper), Hostlers, Teamsters and Drivers, to do guard duty upon Sundays, holidays, and extra occasions, as may be required. Stable Watch.

Monthly Employees in the Horticultural Department of the Park force shall be known as Extra Men, (the Head-Gardener being ranked as an assistant keeper), to do guard duty upon such extra occasions as the Superintendent may direct. Extra Men.

HOURS OF DUTY.

Officer on
Guard duty.

The Park Keeper or a Sergeant of the Guard shall at all times be in immediate charge of guard duty upon the Parks and Avenue.

Officer on
Police duty.

The Park Keeper or a Sergeant of Police shall at all times during working hours be in immediate charge of Police Duty upon the Parks and Avenue.

Park
Keeper.

The Park Keeper shall reside in the Park Lodge, and shall remain upon the grounds committed to his charge as great a portion of the time as is possible.

Sergeants of
the Guard.

Sergeants of the Guard shall each be upon active duty ten hours each day.

Post
and Range
Keepers.

Ten hours per day shall constitute the duration of active duty ordinarily performed by each Post and Range Keeper, but a longer period of duty may be required according to circumstances.

Sergeants of
Police and
Police
Laborers.

Nine hours of active duty shall constitute a day's service for each Sergeant of Police and Police Laborer; but as relief to Gate Keepers, daily, on guard duty upon Sundays and holidays, or when special occasion may demand, a greater duration of duty shall be performed as required.

Watchmen.

Night Watchmen shall be assistant keepers, serving on guard duty from ten to twelve hours each night, according to the season of the year, as may be directed by the Superintendent.

Stable
Watch and
Extra Men.

Hours of duty for Stable Watch and Extra Men shall be fixed according to circumstances in each case when required.

AUTHORITY.

Who has
authority to
arrest.

All employees ranked as Assistant Keepers in the foregoing outline of organization shall be invested with full powers of such, in the matter of enforcing the provisions of the ordinances of this Board.

R U L E S

TO BE OBSERVED BY

MEMBERS OF THE PARK GUARD.

1. No member of the Park Guard may be engaged in any other business, trade or calling, but shall hold himself ready for Guard duty when required by his officers at all times.

Other business prohibited.

2. Each member of the Park Guard shall carry out all lawful instructions from persons placed in authority over him in good faith, according to their true intent and meaning, to the best of his understanding and ability.

Faithful performance.

3. He shall not, upon any occasion, or for any reason, take money or other gratuity from any person without the express permission of this Board.

Receiving presents.

4. He shall present himself at the office of the Park Keeper at least ten minutes before the period for the commencement of his duty each day, unless especially excused from day to day from so doing by that officer.

Reporting for duty.

5. He shall present himself at the office of the Park Keeper immediately after the completion of each day's service, unless especially excused from day to day from so doing by that officer.

Reporting off duty.

6. When obliged to be absent from his post, he shall report, or cause to be reported without delay to the Park Keeper, or Sergeant in charge, such intended absence, with the reasons therefor.

Report absence.

7. He will not be excused for leaving his post or beat without permission from the Park Keeper, except the cause therefor be very urgent, and the fact be immediately reported as above.

Absences without permission.

Uniform to
be worn.

8. All members of the Park Guard shall wear the uniform prescribed by this Board while on duty, and have their badge of office conspicuously displayed upon the left breast of the outer garment.

Deport-
ment.

9. While on guard duty each member of the Park Guard shall carry and deport himself in a vigilant, decorous and soldier-like manner. He is to carefully avoid any appearance of sauntering or listlessness; he is to seek no shelter, and to occupy no position or locality unfavorable to the performance of his duty of preventing the misuse of the Park, and aiding and giving confidence to visitors in its proper use.

Rest
and Refresh-
ments.

10. Range and Post Keepers, upon whose beats watch-boxes are placed, may enter them for a five minutes' rest after each round of duty; for a thirty minutes' rest and refreshment between twelve and one o'clock each day; or, during stormy and inclement weather, according to the exigencies of each case.

Specific
duty.

11. The specific conduct and duty of Night Watchmen, Gate Keepers, and Police Laborers, Stable Watch, and Extra Men, will be fixed in each case by the Superintendent or Park Keeper.

Vigilance
required.

12. Whether on active duty or temporarily in his watch-box, each member of the Park Guard shall maintain a vigilant watch upon so much of his beat and the district adjacent thereto as may be viewed from the most advantageous position he can assume.

Not to play
the spy.

13. He is not to try to surprise visitors; is not to play the detective unnecessarily, is not to move furtively or use slyness in any way, for any purpose.

Conversa-
tion with
visitors.

14. He is not to suffer himself to be drawn into protracted private conversation with any visitor to, or employee upon, the Park Grounds, one minute being quite sufficient for the giving of any direction, advice or necessary communication.

Activity re-
quired.

15. He is not to address visitors in a loud voice, or vociferate or gesticulate, to attract attention, when occasion for doing so can be avoided by his own activity.

16. He is not to exhibit ill-temper, vexation, impatience or vindictiveness in manner, tone of voice, words or acts. Self-command.

17. Upon making an arrest the Guard shall conduct his prisoner, in as quiet and unobtrusive a manner as possible, to the office of the Park Keeper, where a full statement of the facts in the case shall be made by him, and may be made by the offender, if he chose, which shall be registered by the Keeper, or Sergeant on duty, in a book kept for the purpose. The Guard, or other person designated by the Keeper or Sergeant, shall then conduct the prisoner to the office of the Chief of Police, in the City of San Francisco, and there enter the proper charge against him. Arrests.

18. He shall then ascertain at what time the witnesses in the case will be required to appear for the purpose of testifying, and immediately return to the Park, report the same to the Keeper or Sergeant, and resume his duty. Witnesses.

19. The Park Keeper, or Sergeant on duty, shall see that members of the Park Guard, or other employees of the Park, who are necessary as witnesses in any case concerning the Park before the Courts, are prompt in their attendance as such. Attendance as witness.

20. Two members of the force will never move side by side in company, engage in conversation, unless under orders of an officer, or to meet a special necessity. Avoid congregating.

21. The action of the Commissioners in establishing different grades of responsibility and authority in the Keeper's Force must be rigidly respected by all its members. That habits of subordination and respect may be cultivated and guarded, a proper reserve and formality of manner must be preserved in the intercourse between those of different ranks. Subordination.

22. Each member of the Park Guard shall implicitly obey the provisions of the General Rules and Regulations. Rules and Regulations

lations for the Government of Employees of the Park Commission, and shall endeavor to the best of his ability to carry out the "Instructions to Members of the Park Guard" hereunto annexed.

Conduct. 23. No member of the Park Guard may visit any refreshment saloon on or off the Park Grounds, or drink any intoxicating liquor, or partake of any refreshment (except as hereinbefore provided), become intoxicated, or throw or count dice, or play cards, or other game of chance, for money, drinks or anything, while on duty.

Take cognizance. 24. All members of the Park Guard are required to take cognizance of any violation of the Rules and Regulations for the Government of Visitors to the Parks and Avenue, which may come under their observation at any time, whether they be on active duty at the time or not.

Duty of Sergeants. 25. It is the duty of Sergeants of the Guard and Police to watch for, consider and report errors or neglect of duty, in the conduct of their subordinates.

INSTRUCTIONS

TO

MEMBERS OF THE PARK GUARD.

HOW TO PERFORM GUARD DUTY.

Many members of the Park Guard will probably not realize, until their attention is specially called to the subject, that they are the active sub-agents to whom is committed the execution of the most important part of the trust which has been imposed upon the Park Commissioners, and as a reasonable certainty of success in any enterprize, wherein we deal with men and not with things, depends upon a just appreciation of its merits and a clear understanding of the workings by which it is to be achieved, as well as upon harmony of action amongst the agents entrusted with their execution, it is obvious that the true theory thereof should be understood by all, that it may be put in practice by each of such operatives on the work.

The duties which have been undertaken by the Park Commissioners are distinctly of a twofold nature: namely, the one, constructing pleasure grounds; the other, regulating their public use. In the former duty they have to deal with matter alone; in the latter, with minds. A judicious and tasteful expenditure of money will attain success in the one; the exercise of a higher order of talent—that of managing the public—is required to satisfactorily effect the other.

It is the detail of this latter duty which is entrusted to the members of the Park Guard. How very essential, that these employees should fully appreciate what is meant by this word, “management,” and understand how to deport themselves to effect its ends.

It is of primary importance that the ideal of city police duty be not associated with that of Park Keeping. These two are based upon totally different principles, evolved from very distinct conditions. The ordinary city policeman's duty is of a summary correctionary nature, connected with the criminal elements of society alone, or, at least, with the criminal instincts of society at large. The duty of a Park Guard is for the most part of a mild, yet firm, admonitory, and even instructive, character, made necessary, not by overt criminal acts, but by the thoughtlessness and carelessness of well disposed people, while in the pursuit of the pleasures which the Parks afford.

Briefly: though the members of the guard in a well regulated park are occasionally called upon to vindicate the law by making summary arrests for flagrant violations thereof, by far the greater portion of their duty will be in aiding visitors in its proper use, pointing out to them, when necessary, in a few words, the evil effects of petty violations of the rules, and by such means, strengthened by the respect which a uniform courtesy and unassuming dignity of manner will generate for the management of the institution, cultivate that feeling in the public mind which is appealed to by the placards—the only Rules and Regulations—which are conspicuous in the Parks of some of the larger European Cities—"These improvements are commended to the protection of the Public."

It is quite evident, therefore, that though it is the duty of members of the Park Guard to forthwith arrest any person who shall, with apparent intent of doing wrong, violate any of the Rules or Regulations for the government of visitors to the Parks, the authority for making arrests must be used with caution. Remember that the Parks belong to the public; that as an employee each member of the force engaged thereon is under obligations to that public, which is under no obligations to him, until his duty shall have been very well performed; that his duty is to the public as a whole, and not to individuals of it; and therefore protect the rights of all by guarding against the misuse of the common property by the few.

Arrests should only be made when the officer himself or some respectable person can testify to an apparent willful misconduct.

No arrest should be made for mere trifling offences, when a quiet reminder, or reprimand, would apparently suffice to prevent a repetition of the offence, unless, to the knowledge of the officer, the attention of the person so offending shall have been on a previous occasion called to the Rules and Regulations.

Be careful not to become over meddlesome, and thereby create, instead of avoiding, disorder.

Be prompt to render every possible aid and assistance in case of accidents to pedestrians, horsemen or occupants of carriages; and particularly to protect females and children against every kind of annoyance, rudeness or insult from evil disposed persons.

Be indulgent and kind in manner towards children, but discreet, dignified, yet firm and decisive in dealing with gangs of unruly boys.

No officer of the peace should ever disgrace his position by abusing his authority or by the exercise of tyranny, in action or speech, make himself a terror to well disposed citizens.

Pompous behavior will readily be detected from true dignity, will inevitably bring ridicule upon the individual practising it, weaken his authority, and disgrace the force of which he is a member.

Neatness in dress, propriety in speech and demeanor, perfect sobriety, obliging manners, and courtesy towards every visitor of the Park are essential requisites for a satisfactory discharge of the duties of a member of the Park Guard.

Members of the Park Guard will remember that they are numbered to enable any person to complain of their misconduct, which when clearly established will lead to their immediate dismissal.

Members of the Park Guard are particularly instructed to give all necessary information to visitors to enable them to find their way about the grounds, to any of its points of convenience or pleasure, in a pleasant but business-like manner; but no member of this body can be properly attending to his duty while holding protracted conversations with a visitor, even though the subject be the Park itself or some item of its improvement or management. In all cases when visitors request information

concerning proposed plans of improvement, when anything more than a very simple answer is required, refer them to the Park office, where the Assistant Engineer, Keeper, or other officer in attendance, will show them the plans of the proposed work, and give them all explanations wished for. Above all things do not stand around where men are at work: avoid talking to them. They have an active labor to perform, and are apt to think that a keeper has nothing to do, is allowed to spend his time in idleness, and consequently they will idle themselves.

A lounging, loafing, lazy manner will not be tolerated on the part of a member of the Park Guard.

An unflagging vigilance to prevent misuse of the grounds, and not the summary arrest of offenders after the rules have been transgressed; a constant watchfulness for opportunity to forestall accidents, as well as a readiness to render assistance when needed; a bearing, a demeanor calculated to inspire respect and confidence in the minds of Park visitors, are the essential points, of Park Guard duty well performed.

The real object of Park Guard duty is to engender in the mind of each citizen, every frequenter of the grounds, a personal interest in their preservation and orderly use. This can only be done by members of a force which has the confidence and respect of the public.

WM. HAMMOND HALL,
Superintendent.

San Francisco, June 1st, 1874.

PARK COMMISSIONERS' ORDINANCES.

No. 1.

Adopted October 27th, 1870.

The Park Commissioners do ordain as follows :

No person shall trespass on the grounds within the limits of the Avenue, Golden Gate and Buena Vista Parks.

No person shall cut or remove from said Avenue and Parks, any trees, shrubs, stakes, wood, turf, grass or soil.

It shall be the duty of the custodian of the Park to arrest all trespassers, and all parties violating this Ordinance.

S. F. BUTTERWORTH,

D. W. CONNELLY,

CHAS. F. McDERMOT,

A. J. MOULDER, Sec'y.

Park Commissioners.

No. 2.

An Ordinance to provide for the regulation and government of the Avenue and Public Parks in the City and County of San Francisco, in charge of the Park Commissioners.

SECTION 1.—The objects of this ordinance are those grounds which are known as Golden Gate and Buena Vista Parks, and the Avenue leading to said Golden Gate Park, all particularly described in the first section of an Act of the Legislature of the State of California, entitled, "An Act to provide for the improvement of Public Parks in the city of San Francisco," approved April 4th, 1870.

SEC. 2.—Within the said grounds all persons are hereby forbidden :

1. To turn in or let loose any cattle, horses, goats, sheep or swine.

2. To carry and especially to discharge firearms.

3. To cut, break or in any way injure or deface any trees, shrubs, plants, buildings, fences, or structures of any kind.

4. To bathe in, or otherwise pollute the waters of any pond, lake or pool.

5. To chase, set snares for, catch or destroy any rabbits, quails or other wild quadrupeds or birds.

6. To make or kindle a fire of any kind.

7. To camp, lodge or tarry over night.

8. To ride or drive any horse or other animal, with vehicle or without, elsewhere than on the roads or drives for such purposes provided.

9. To indulge in riotous, boisterous or indecent conduct or language.

10. To drive or ride at a furious speed.

SEC. 3.—No dray, truck, wagon, cart or other vehicle carrying, or if not carrying, employed regularly in carrying goods, merchandise, manure, soil or other articles, shall be allowed to travel upon the drive of said Avenue for any other purpose than to cross immediately at the regular street intersections, nor upon the drives of said Parks. For the present the road now and heretofore commonly traveled to and from "The Central Macadamized Toll Road," is excepted from this rule. But all such vehicles shall be driven over the least worked portion of such excepted road as directed by the Superintendent or any of the Park police officers hereinafter mentioned, unless compelled to turn out in obedience to the "rule of the road," as hereinafter laid down.

The provisions of this subdivision shall also apply to light vehicles regularly driven for business purposes between the country beyond the Parks and the city.

SEC. 4.—The rule of the road for equestrians or vehicles meeting upon the Avenue or Park drives shall be: PASS TO THE RIGHT.

SEC. 5.—There is hereby established a Pound, to be located within the Park limits, for the impounding of the animals mentioned in the first subdivision of section two of this ordinance, and of all strays found trespassing upon said grounds. All such animals shall be driven or carried to the Pound and there kept enclosed at a charge to their owners at the rate of one dollar per day or fraction of a day, for each animal so impounded. No animal thus in custody shall be released except on proof of property and on production of a receipt signed by the Secretary of the Board of Park Commissioners, countersigned by the Park Superintendent.

If unclaimed for three days, all such animals shall be impounded in the City Pound.

SEC. 6.—All moneys accruing from the Pound charges aforesaid, and also from fines collected from offenders against any of the provisions of this ordinance, shall be placed in the "Park Improvement fund," and duly accounted for.

SEC. 7.—1. When the number of participants in any picnic or other organized party about to enter these grounds will exceed ten persons, they, or one of them, shall communicate their intention to the keeper of the gateway at which they enter, or to the keeper of the Stanyan street entrance, pending the appointment of keepers for the other gates.

2. Any company, society or organization of any kind, being desirous of resorting to these grounds in a body, the number of of individuals in which will exceed twenty-five, for the purpose of picnicing; any military or other organized company desirous of parading within the same; any Base Ball, Cricket or sporting Club desirous of using the grounds set aside for their peculiar purposes, shall at least one day prior to the proposed date of the excursion, report, or cause to be reported, such intention to the Secretary of the Park Commissioners, or to the Superintendent of the Parks and Avenue.

3. All waste material, scraps, litter or rubbish of any kind brought upon these grounds by such picnic or other parties, shall be promptly collected and removed by them or their employés. In the event of the non-observance of this regulation,

the actual cost of thoroughly performing the necessary duty by the Park force shall be charged, and a bill for the same be presented to the representatives of the organization so offending.

4. The representatives of any such organized party which shall have resorted to these grounds will be held responsible for the damage done through any transgression of these ordinances by any member of the same, when the offending individual in person cannot be identified.

SEC. 8.—The Superintendent of the Parks and Avenue is hereby instructed to enforce and cause to be enforced the provisions of this Ordinance.

SEC. 9.—Power and authority are hereby given to the Park-Keeper, the Head Gardener, the Foreman and the Foreman Teamster, to arrest and detain and deliver to the proper authorities, or in their discretion eject from the grounds, all persons wilfully or knowingly offending against the provisions of this Ordinance, or any other Ordinance hereafter to be passed by said Board for the regulation, use and government of said Parks and Avenue.

SEC. 10.—The Superintendent is hereby clothed with the powers enumerated in Section 9 of this ordinance.

SEC. 11.—Whenever it may be necessary to appoint assistant keepers, there shall be delivered to each of them a certificate of appointment, signed by a majority of said Board, sealed and attested by the Secretary. Said assistant-keepers shall possess all the powers enumerated in Section 9 of this ordinance, but shall exercise the same under the direction of the Superintendent, and report to him forthwith any action which they may take under the same.

SEC. 12.—The Park Keeper, the Head Gardner, the Foreman Teamster, and such assistant keepers as may be appointed as aforesaid, shall constitute the Park Police, and shall provide themselves with a badge of office consisting of a metallic star, inscribed with the words "Park Police," and the initials of the words indicating their particular office. A roll number shall be added to the initials on the badges of the assistant keepers.

SEC. 13.—The Secretary of said Board shall, within five days after the passage of this ordinance, make and certify in accurate copy of the same and cause the same to be published as required by law for ten days, Sundays excepted, and this ordinance shall take effect fifteen days after its passage.

E. L. SULLIVAN,

C. F. McDERMOT,

C. J. BRENHAM,

Park Commissioners.

OFFICE OF THE PARK COMMISSIONERS, }
 San Francisco, Sept. 30, 1872. }

I certify that the foregoing is a true and faithful copy of an ordinance passed by the Board of Park Commissioners on the 24th day of September, 1872, and duly entered in the books of said Board.

J. T. FLEMING, Sec'y.

NO. 3.

SECTION 1. The object of this ordinance is that ground known as the Golden Gate Park, as described in the first section of an Act of the Legislature of the State of California, entitled "An Act to provide for the improvement of Public Parks in the City of San Francisco," approved April 4th, 1870.

SEC. 2. All vehicles used regularly for business purposes in hauling material or produce over the roads in the said Park, shall rest upon tires at least three and one-half ($3\frac{1}{2}$) inches wide.

SEC. 3. All trucks or wagons other than those fitted with steel springs, used regularly in transporting heavy loads of material of any description over the said roads, shall rest upon tires at least five (5) inches wide.

SEC. 4. The Secretary of said Board shall, within five days after the passage of this ordinance, make and certify an accurate

copy of the same, and cause the same to be published as required by law, for ten days, Sundays excepted, and this ordinance shall take effect fifteen days after its passage.

E. L. SULLIVAN,
S. F. BUTTERWORTH,
C. F. McDERMOT,
Park Commissioners.

OFFICE OF THE PARK COMMISSIONERS, }
San Francisco, May 27th 1873. }

I certify that the foregoing is a true and faithful copy of an ordinance passed by the Board of Park Commissioners on the 23d day of May, 1873, and duly entered in the books of said Board.

J. T. FLEMING, Secretary.

No. 4.

SECTION 1. The object of this ordinance is those grounds known as the Golden Gate Park and the Avenue leading thereto, as described in the first section of "An Act of the Legislature of the State of California, entitled an Act to provide for the improvement of Public Parks in the City of San Francisco," approved April 4, 1870.

SEC. 2. All the gates of the said Golden Gate Park, and of the Avenue leading to the same, shall be closed on and after July 1, 1874, at 8 o'clock of each and every evening, and opened at 5 o'clock of each and every morning, and any travel upon the roads or other use of the grounds aforesaid, while the gates thereof are so closed, shall be deemed a misdemeanor.

SEC. 3. The Secretary of the said Board shall, within five days after the passage of this ordinance, make and certify to an accurate copy of the same, and cause the same to be published

as required by law, for ten days, Sundays excepted, and this ordinance shall take effect on and after the first day of July, 1874.

S. F. BUTTERWORTH,
WILLIAM ALVORD,
Park Commissioners.

OFFICE OF THE PARK COMMISSIONERS, }
San Francisco, June 1, 1874. }

I certify that the foregoing is a true and faithful copy of an ordinance passed by the Board of Park Commissioners on the 29th day of May, 1874, and duly entered in the books of said Board.

J. T. FLEMING, Secretary.

No. 5.

An Ordinance amendatory of Ordinance No. 2 of this Board.

SECTION 1. Section 5 of ordinance No. 2 of this Board, duly adopted September 24, 1872, shall hereafter be amended so as to read as follows: "Section 5—There is hereby established a pound, to be located within the Park limits, for the impounding of the animals mentioned in the first subdivision of Section 2 of this ordinance, and of all strays found trespassing upon said grounds. All such animals shall be driven or carried to the pound, and there kept enclosed at a charge to their owners at the rate of one dollar per day, or fraction of a day, for each animal so impounded. Animals thus impounded may be released only upon proof of property and payment of the full charges recorded against them to the Superintendent or Park Keeper, who shall give a receipt in writing for each such sum collected. If unclaimed for three days, all such animals shall be impounded in the City Pound, and the Superintendent or Park Keeper shall collect the legal fees for such impounding.

SEC. 2. Section 6 of said ordinance No. 2, shall hereafter be amended to read as follows: "All moneys accruing from the

Pound charges and fees aforesaid shall be delivered to the Secretary of this Board, and such moneys, as well as those collected as fines from offenders against any of the provisions of the ordinance, shall be placed in the 'Park Improvement Fund,' and duly accounted for."

SEC. 3. The Secretary of said Board shall, within five days after the passage of this ordinance, make and certify to an accurate copy of the same, and cause the same to be published, as required by law, for ten days, Sundays excepted, and this ordinance shall take effect fifteen days after its passage.

S. F. BUTTERWORTH,
WILLIAM ALVORD,
Park Commissioners.

OFFICE OF THE PARK COMMISSIONERS, }
San Francisco, June 12, 1874. }

I certify that the foregoing is a true and faithful copy of an ordinance passed by the Board of Park Commissioners on the 8th day of June, 1874, and duly entered in the books of said Board.

J. T. FLEMING, Secretary.

No. 6.

SECTION 1. The object of this ordinance is those grounds known as the Golden Gate Park and the Avenue leading thereto, as described in the first section of an Act of the Legislature of the State of California, entitled "An Act to provide for the improvement of Public Parks in the city of San Francisco," approved April 4, 1870.

SEC. 2. No dray, truck, wagon, cart, or other vehicle carrying, or if not carrying, employed regularly in carrying goods, merchandise, manure, soil, or other articles of commerce or trade, shall be allowed to travel upon the drives of the said Avenue for any other purpose than to cross immediately at the regular street

intersections, nor upon any of the drives of the said Park, except such regular transverse traffic roads as may hereafter be provided for such use.

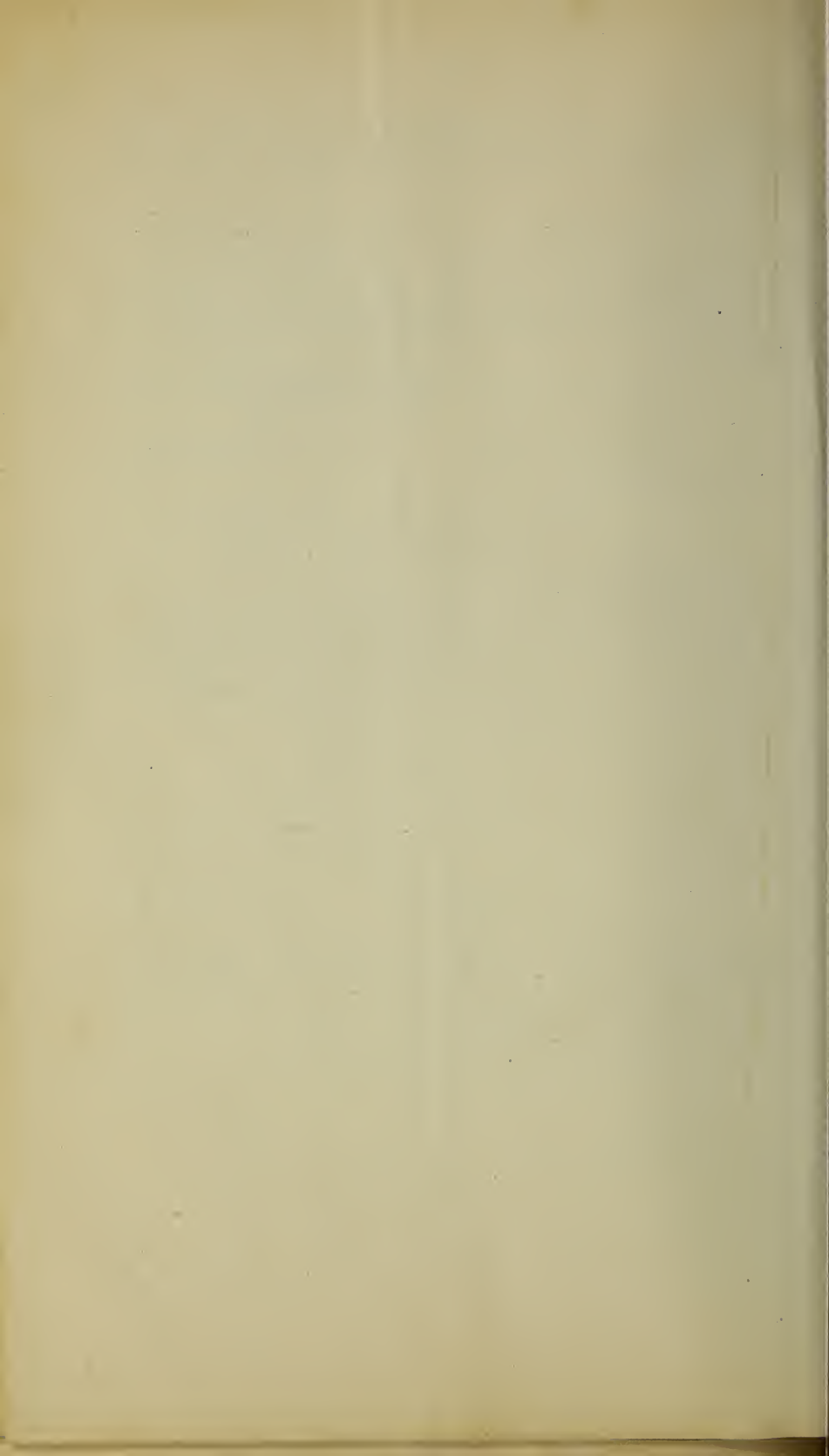
SEC. 3. The Secretary of the Board shall cause this ordinance to be published in compliance with the terms of the law, above mentioned, and it shall take effect on and after the first day of July, A. D. one thousand eight hundred and seventy-five (1875).

S. F. BUTTERWORTH,
WILLIAM ALVORD,
Park Commissioners.

OFFICE OF THE PARK COMMISSIONERS, }
San Francisco, June 12, 1874. }

I certify that the foregoing is a true and faithful copy of an ordinance passed by the Board of Park Commissioners on the 5th day of June, 1874, and duly entered in the books of said Board.

J. T. FLEMING, Secretary.



DUTY OF GATE KEEPERS.

Each Gate Keeper shall open his gate at the hour prescribed therefor: from which time—

- To 7 A. M. He shall water or clean the roads or walks, or otherwise attend to the grounds committed to his charge, as directed by the Park Keeper;
- To 8 A. M. He will be relieved from duty for breakfast, the relief keeper continuing the work of the regular keeper;
- To 11 A. M. Continue watering, cleaning, dressing, or otherwise attending to his charge;
- To 12 M. Pacing beat, in fine weather; in watch box, in bad weather;
- To 1 P. M. In watch box—opportunity for lunch;
- To 4 P. M. Watering, cleaning, or otherwise attending to roads, walks, etc.;
- To 5 P. M. Pacing beat, in fine weather; in watch box in bad weather;
- To 6 P. M. Relieved from duty for dinner; relief keeper in watch box;
- To Time of Closing Gates, in watch box.

Each Gate Keeper shall close his gate at the hour prescribed therefor.

Gate Keepers may not leave their posts, except at the hours above mentioned, without especial permission from the Park Keeper, in which case a relief keeper, policeman, or other suitable substitute shall be put on duty in his place.

NOTE.—It is of course optional with the Keeper actually to stay in his watch box or not during the times specified, but a constant attendance upon the gate is required.

Gate Keepers and others serving as relief or substitutes for Gate Keepers, shall keep a check record of the travel passing into the Park through their gates in the following form, and make a summarized written report of the same to the Park Keeper, daily.

TIME.	CARRIAGES.	BUGGIES.	EQUESTRIANS.	PEDESTRIANS.
Opening Gates TO 8 A. M.....				
TO 12 M.....				
TO 4 P. M.....				
TO Time of Closing Gates.....				

It shall be the duty of Gate Keepers to carry out the provisions of the Ordinances of the Park Commissioners, as Assistant Keepers, with the power and authority of such, as defined in Ordinance No. 2 of said Board, and subject to the Rules to be observed by Members of the Park Guard, as adopted May 29th, 1874.

WM. HAMMOND HALL,
Sup't Parks and Avenue.

San Francisco, July 1st, 1874.

GENERAL INSTRUCTIONS, No. 1.

In the observance of Regulation No. 7 of Rules and Regulations for the Government of Employees of the Park Commission, the following order shall be observed :

Should the Park Keeper in posting the time account discover that an employee has been absent three days in succession, he will notify the Head of the Department in which said employee is engaged, that such absences appear on the book. It then becomes the duty of the Head of such Department to suspend the employee so absent, and report the case to the Superintendent, who will confirm the suspension by ordering a discharge entered, or reinstate the employee, according to circumstances.

It is the duty of each Chief of Department to *suspend* any employee in *his* force for violation of any Rule or Regulation, and report such action to the Superintendent, who reserves to himself the authority to order *discharges*.

In the carrying out of the System of Organization adopted, the Park Keeper will have charge of all property and supplies until issued to the Head of the Department in whose work such are to be used.

Transfers of property or supplies from one gang to another in the same Department do not concern the Park Keeper, except

in the case of tools, implements or stock, when record of such transfers shall be put in the foreman's reports, in order that the tool and property account may be kept straight. But transfers of supplies, tools and implements from one Department to another must be reported by the Heads of Departments to the Park Keeper, so that the same may be made note of in the accounts which he is required to keep.

When a requisition is made for material, tools or supplies upon the Park Keeper, he may negotiate a transfer of such from another Department, but he cannot order it. It is the duty of the Head of a Department having such property, to return the same when requested by the Park Keeper, if it is not in use; but he, the Head of the Department, is to be the judge of whether he can spare the same or not.

WM. HAMMOND HALL,

Sup't Parks and Avenue.

San Francisco, July 1st, 1874.

